



OJJDP

State and Tribal Assistance Division

State Challenge Activities Grants Program

Fiscal Year 2003 Application Guidelines

States must initiate their online applications on GMS no later than March 31, 2003.

States must complete their online applications on GMS no later than April 30, 2003.

Office of Justice Programs
World Wide Web Homepage:
<http://www.ojp.usdoj.gov>

Office of Juvenile Justice and Delinquency Prevention
World Wide Web Homepage:
<http://www.ojjdp.ncjrs.org>

Contents

| | |
|---|----|
| How To Apply | 1 |
| Application Checklist | 2 |
| GMS Quick Start Guide | 3 |
| Introduction | 5 |
| Authority | 5 |
| Program Implementation and Guidance | 5 |
| Ten (10) State Challenge Activities..... | 6 |
| Project Period | 7 |
| Match Requirement | 7 |
| Planning & Administration Funds | 7 |
| Supplanting Prohibition | 7 |
| Certification..... | 7 |
| Assurances..... | 7 |
| Appendix A. State Challenge Grants Program: FY 2003 State Allocations..... | 8 |
| Appendix B. Sample Attachment #1: Budget Detail Worksheet..... | 9 |
| Appendix C. Sample Attachment #2: Program Narrative..... | 10 |
| Appendix D: Sample Attachment #3: Other Program Attachments (Time/Task Plan)..... | 15 |

How to Apply

The Office of Justice Programs (OJP) requires you to submit your application for funding through the OJP **Grants Management System (GMS)**. Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of your request for funding. Final application will only be accepted through our on-line applications system.

To learn how to begin your online application process, please see the Quick-Start Guide to Using GMS on page 3 of this application kit. A toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Please note the following critical dates:

States **must** initiate their online applications on GMS no later than **March 31, 2003**.

States **must** complete and submit their online applications on GMS no later than **April 30, 2003**.

**FY 2003 State Challenge Activities Grants Program
Application Checklist**

A completed application will include items submitted on the Internet through the Office of Justice Programs (OJP's) Grants Management System (GMS). Please use this checklist to ensure that your application is complete.

Submit the following information online through GMS:

See Quick-Start Guide

Application for Federal Assistance (SF-424) (Note: The project period is October 1, 2002 to September 30, 2005.)

Certifications/Assurances

_____ *Note:* Applicants will "sign off" on these certifications and assurances electronically through GMS.

_____ Program Attachments (3)

_____ *Note:* Submit online as attachments.

- 1) Budget Detail Worksheet (Please see Appendix B for a sample.)
- 2) Program Narrative. (This attachment should be submitted for each Challenge Activity chosen. Please see Appendix C for a recommended outline.)
- 3) Other Program Attachments. (Time/Task plan--This attachment should be submitted for each Challenge Activity chosen. Please see Appendix D for a sample.)

Due Date

All information must be received online by 5:30 pm (EST) on April 30, 2003.

**Quick-Start Guide to Using the Office of Justice Programs
Online Grants Management System**

◆ **Step 1.**

Using your established Internet account,* go to www.ojp.usdoj.gov/fundopps.htm. An **online GMS Application Procedures Handbook is available on this page**, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.

◆ **Step 2.**

Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.

◆ **Step 3.**

If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After you register, you must pick the FY 2003 State Challenge Activities Grants Program solicitation and begin working on it so that your registration will be sent to the Office of Juvenile Justice and Delinquency Prevention. You will receive confirmation through e-mail that you are eligible to submit an application. Confirmation may take up to one week.

If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

◆ **Step 4. (Must be completed by March 31, 2003.)**

To submit your application online, complete the on-screen *424 / Application for Federal Assistance*. After submission, you will receive confirmation through email that you are eligible to submit an application.

◆ **Step 5. (Must be completed by April 30, 2003.)**

After receiving the confirmation e-mail described in Step 4, complete the online application, including the three required file attachments. After submission of the finalized application, the online system will provide notification that the application has been received and sent to OJJDP. The GMS system will provide an application identification number for future reference.

If you have any questions about GMS or need technical assistance with applying online, contact the **GMS Hotline at 1-888-549-9901**.

**If you do not have an Internet account, call the GMS Hotline at 1-888-549-9901 for assistance.*

State Challenge Activities Grants Program

Introduction

The purpose of this FY 2003 State Challenge Activities Grants Program Application Kit is to provide designated State agencies with instructions and forms necessary to apply for State Challenge Activities Grants funds. The State and Tribal Assistance Division (STAD) of the Office of Juvenile Justice and Delinquency Prevention (OJJDP) has prepared this Application Kit to assist eligible applicants in making the process as simple as possible.

Authority

In 1992, Title II, Part E of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended (PL 93-415; 42 U.S.C. 5601 *et seq.*) established the State Challenge Activities Grants Program. States that participate in the JJDP Part II, Part B Formula Grants Program are eligible to receive a FY 2003 award. Although the designated State Agency to administer the Formula Grants Program must apply for Challenge activities, they may award subgrants and contracts to public and private agencies for the development and implementation of projects designated to carry out Challenge activities.

Title II, Part E of the JJDP Act authorizes the Administrator of the Office of Juvenile Justice and Delinquency Prevention (OJJDP), one of five program bureaus in the Office of Justice Programs (OJP) within the U.S. Department of Justice, to make State Challenge Activities Grants to States.

The State Challenge Activities Grants Program is managed by the State and Tribal Assistance Division (STAD). One of OJJDP's seven organizational components, STAD also manages the Formula Grants program under Title II, Part B of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended; the Title V Community Prevention Grants Program under Title V of the JJDP Act; the Juvenile Accountability Incentive Block Grants Program based on Title III of H.R.3, the Juvenile Accountability Block Grants Act of 1997; the Enforcing the Underage Drinking Laws (EUDL) Program, established by the Appropriations Act; and the Tribal Youth Program, also established by the Appropriations Act.

Program Implementation and Guidance

The \$10 million appropriated for the fiscal year 2003 State Challenge Activities Grants Program is allocated as follows: \$1.2 million statutory set aside to support State Challenge Activities Grants Program-related research and training and technical assistance and a total of about \$8.8 million is available for distribution to States. The amount of State Challenge Activities funds available for the States are determined by the ratio of State Challenge Activities funds to Formula Grant funds available to the States in a given fiscal years. The same ratio is applied to each State's Formula Grant allocation to determine each eligible State's Challenge Grant allocation . See Appendix A for a display of State Challenge Activities Grants allocations by State.

The State Challenge Activities Grants Program provides incentives for States **to improve their juvenile justice systems** by developing, adopting, or improving policies and programs in 1 or more of 10 specified Challenge areas. Each State may propose to use an amount of the State Challenge Activities Grant allocation equal to or not more than 10% of such State's Formula Grant allocation received (and not to exceed the total amount of the State's Challenge Activities Grant allocation) to implement each Challenge activity which the State chooses to undertake. With the use of this guidance, States are encouraged to choose more than one Challenge activity, if possible.

Ten (10) State Challenge Activities

- A. ***Basic System Services***: Developing and adopting policies and programs to provide basic health, mental health, and educational services to youth in the juvenile justice system.
- B. ***Access to Counsel***: Developing and adopting policies and programs to provide all juveniles in the juvenile system access to counsel.
- C. ***Community-Based Alternatives***: Increasing community-based alternatives to incarceration by establishing programs and developing and adopting a set of objective criteria for the appropriate placement of juveniles in detention and secure confinement.
- D. ***Violent Juvenile Offender Facilities***: Developing and adopting policies and programs to provide secure settings for violent juvenile offenders by closing down traditional training schools and replacing them with secure settings (with capacities of no more than 50 and staff-youth ratios high enough to permit close supervision and effective treatment).
- E. ***Gender-Specific Policies and Programs***: Developing and adopting policies to prohibit gender bias in placement and treatment and establishing programs to ensure female youth access to the full range of health and mental health services, including treatment for physical or sexual assault or abuse, self-defense instruction, parenting education, general education, and training and vocational services.
- F. ***State Ombudsman***: Establishing and operating, directly or by contract, a State ombudsman office for children, youth, and families. The office would investigate and resolve complaints relating to the action, inaction, or decisions of those providing out-of-home care to children and youth.
- G. ***Deinstitutionalization of Status Offenders***: Developing and adopting policies and programs to remove status offenders from the jurisdiction of the juvenile court, when appropriate.
- H. ***Alternatives to School Suspension and Expulsion***: Developing and adopting policies and programs designed to serve as alternatives to suspension and expulsion.

I. ***Aftercare Services:*** Increasing aftercare services for juveniles in the justice system by

establishing programs and developing and adopting policies to provide comprehensive health, mental health, education, family, and vocational services to youth upon release from the juvenile justice system.

J. ***State Agency Coordination/Case Review System:*** Developing and adopting policies to establish State administrative structure to develop program and fiscal policies for children with emotional or behavioral problems and their families. The structure would coordinate the activities of major child-serving systems and implement a statewide case review system.

Project Period

The project period for this program is October 1, 2002 to September 30, 2005.

Match Requirement

None.

Planning & Administration Funds

None allowed.

Supplanting Prohibition: Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and an audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement

Applicants are required to review and check off the appropriate box on the certification form included in the online application process. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)." The certification will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Justice in making awards.

Assurances:

The applicant must comply with assurances in order to receive federal funds under this Program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

Contact Information

For additional information on the State Challenge Activities Grants Program , please contact your STAD State Representative at 202-307-5924, or the State Challenge Activities Grants Program Manager, Heidi Hsia, at (202) 616-3667 or hsiah@ojp.usdoj.gov.

For information or problems with the GMS system, please contact the GMS Hotline at 1-888-549-9901.

Appendix A

State Challenge Activities Grants Program FY 2003 State Allocations

Allocations will be provided under separate cover as soon as possible.

Appendix B
Sample Attachment #1 to Application
Budget Detail Worksheet

| <u>Categories</u> | <u>Challenge Activity</u> <u>E: Gender Specific</u> | <u>Challenge Activity</u> <u>A: Basic System Services</u> | <u>Total</u> |
|-------------------|--|--|------------------|
| Personnel | | | |
| Fringe Benefits | | | |
| Travel | | \$20,000 (to conduct training) | \$ 20,000 |
| Equipment | | \$ 5,000 | \$ 5,000 |
| Supplies | | \$ 5,000 | \$ 5,000 |
| Contractual | \$82,000 | | \$ 82,000 |
| Totals | \$82,000 | \$30,000 | \$112,500 |

Appendix C

Sample Attachment #2 To Application: Program Narrative

****NOTE**** *Provide this section for each Challenge Activity that the State chooses. That is, an application for two Challenge Activities requires the submission of two separate program narratives. Each program narrative should not be more than three pages in length.*

1. **Challenge Activity ___:**
2. **Statement of Need:** *(Cite concrete and objective evidence of needs in your State for the particular Challenge Activity.)*
3. **Project Summary:** *(Detail the types of activities proposed to be undertaken for the Challenge Activity. Outline goods and services to be funded/provided, as well as what other sources of collaboration/funding will be utilized.)*
4. **Goals, Objectives, Outcomes & Products:** *(Goals are statements of problem to be addressed. Completion of goals is used as means of gauging success/effectiveness of project activities. Objectives are specified, planned activities indicating both the kind and amount of action to be undertaken. These are derived from more general and abstract goals. Outcomes and products are actual accomplishments from the project's activities. Limit to a reasonable number for each so program performance may be measured.)*
5. **Strategy:** *(Provide a concise description of the steps to be taken in implementing the Challenge Activity.)*
6. **State Advisory Group (SAG) Involvement:** *(Provide a description of how the SAG has been involved in selection and approval of the Challenge Activity being described. Include evidence of approval of the State application by the SAG.)*

Appendix D

Sample Attachment #3 To Application: State Challenge Activities Grants Program Time/Task Plan¹

****NOTE**** *Provide this section for each Challenge Activity that the State chooses. That is, an application for two Challenge Activities requires the submission of two separate Time/Task Plans.*

Challenge Activity A Basic Services: Implement training of staff in the juvenile justice system in the use of an assessment tool for youth offenders placed on court probation or placed in youth corrections. This assessment will help identify basic program services which should be delivered to delinquent youth.

| <u>Tasks</u> | <u>Month/Year</u> |
|---|-------------------|
| 1. Distribute a grant application to the Division Of Youth Corrections (DYC). | |
| 2. The completed grant application will be due to the Commission on Criminal and Juvenile Justice (CCJJ). | |
| 3. The grant application will be reviewed and awarded by And the Utah Board of Juvenile Justice & CCJJ. | |
| 4. Contract with DYC to provide orientation, training, & Analysis of the screening and referral tool. | |
| 5. Train staff from DYC and Juvenile Court in rural Utah. | |
| 6. Monitoring visits to Subgrantee. | |
| 7. Semi-annual Progress Reports due. | |
| 8. Final report of program achievements & satisfaction survey results. | |

¹This sample is modified from Utah's FY 2002 State Challenge Activities Grant application.